

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 10-003

Issue Date: June 23, 2009

Title: Consultant to the Maryland Health Care Commission on use of the Minimum Data Set (MDS) Resident Assessment Instrument to update data sets for planning and policy development

I. Purpose

The purpose of this bid board notice is to select a consultant to assist the Maryland Health Care Commission (MHCC or Commission) in updating and implementing specifications to expand and maintain data sets using Maryland MDS data. The data sets and programs created under this procurement will be used to support planning and policy development for long term care services.

II. Background

The Maryland Health Care Commission (MHCC) is a public, regulatory commission. The Governor, with the advice and consent of the Maryland Senate, appoints the Commissioners. The Commission's responsibilities include: developing the State Health Plan for facilities and services; administering the Certificate of Need program; and administering a system of annually evaluating the quality and performance of HMO's, nursing homes, and hospitals that operate in Maryland.

The Commission requires nursing home data to fulfill a number of key responsibilities, including:

- Forecasting nursing home bed need for the State as a whole and each of Maryland's 24 jurisdictions;
- Analyzing trends in the utilization of long term care services;
- Responding to emerging long term care policy issues; and
- Developing policies to promote aging in place by understanding the characteristics of residents on admission, where they come from, limitations in activities of daily living, and level of family support.

In the past (1986-1998), the MHCC conducted an annual Maryland Long Term Care Survey that collected both facility-specific and resident-specific data from all nursing homes. Starting in 1999, the decision was made to use the national minimum data set (MDS) to substitute for the resident-specific component of the survey. In 2002,

the Commission contracted for the development of data files using MDS. Some of these files need to be updated due to changes in variables, such as zip codes. In reviewing the MDS data for Maryland, MHCC staff has uncovered a series of technical issues that need to be resolved in order to maximize the use of the data. These include, for example, how to account for missing admission and discharge records, how to assign zip code and county information, and how to account for missing residents for which an MDS assessment is not completed/ required.

III. Requirements

Contract Objectives

The purpose of this contract is to obtain expert advice from a consultant so that the MDS data is processed and analyzed in such a way as to allow the MHCC to carry out its mandated tasks in the long term care area. Such a vendor must have detailed knowledge of the MDS, including Center for Medicare and Medicaid Services (CMS) rules for completion of data, how such rules are interpreted and implemented by facilities, how to construct files necessary to our work. The vendor would need to be proficient in Fox Pro, the software used to write the existing MDS Manager program, and be able to fix code, offer assistance on running programs, and suggest solutions for missing or incomplete data. The vendor would also have to have knowledge of MDS 3.0 and how the transition from MDS 2.0 to MDS 3.0 will affect the necessary variables. The outputs required would include:

- Update current programs and address any programming issues for resident census and admissions tables;
- Construction of variables for research projects;
- Develop a methodology to impute missing data;
- Creation of data sets that permit tracking of variables over time.
- Linking MDS data sets with the Commission's Long Term Care Survey and Maryland Medicaid Cost Reports;
- Construction of data sets to have facility-specific information, such as facility name, address, contact information, number of beds, and other variables.

Work Plan Description

1. Develop a program to update variable assignments, such as zip code, length of stay and other variables.
2. Develop a program to impute and replace missing variables as needed.
3. Revise data validation rules and programs as needed
4. Update and revise specifications and documentation for the MDS Manager Program.
5. Provide technical assistance for trend analysis as needed

6. Update specifications and construct a data set for creating an inventory of all facilities in Maryland with relevant information.
7. Update existing programs in light of anticipated changes from MDS 2.0 to 3.0, as well as changes in variables collected over the years.
8. Develop specifications to link the MDS data to the Commission's Long Term Care Survey and Medicaid Cost Report data; and other sources as needed
9. Provide ongoing technical support on maintaining and updating the data files and analyses and improving the quality of data reported under the MDS system.

IV. Project Deliverables, Timelines, and Technical Specifications

The contract resulting from this bid board announcement is on a time and materials basis with amount not to exceed \$25, 000. The vendor must be able to provide assistance within MHCC's timetable of activities. The timetable is as follows:

Tasks	Initial Period of Performance
Update variable assignments and data validation rules and programs	July –August 2009
Develop a program for imputation of missing values	August-September 2009
Provide technical assistance to guide trend analysis	September-October 2009
Update specifications and construct facility file	January-March 2010
Assist with data analysis for other long term care research issues	January-March 2010
Develop specifications to link MDS to MHCC LTC Survey and Medicaid Cost Report	February- May2010
Develop approach for validation of results	May-June 2010
Ongoing technical support; update program documentation	Ongoing
Develop final updated project documentation	May-June 2010

Technical Specifications

The program updates should incorporate the specifications of the existing program, which is written in Fox Pro with the functionality to allow the data tables to be converted to SAS. All reports and analyses completed under this contract shall be

submitted in paper form and electronically in Microsoft Word 2007 and Excel 2007. Data bases, programs, source codes and documentation developed under the contract or resulting from this contract shall be submitted to MHCC at the completion of each task. Data supplied to the consultant or created in the course of work shall be destroyed or returned to the MHCC at the conclusion of the contract.

V. Personnel Requirements

MHCC has established the following labor categories for this procurement. Any person offered must be firmly committed to the work of this project.

Labor Categories
<u>Senior Policy Analyst</u> —a technical expert in data analysis holding an advance degree with at least 5 years experience in data analysis and variable construction.
<u>Database Analyst</u> —a technical expert with experience in writing FoxPro code and constructing and analyzing data bases; must also possess understanding of the variables and output produced.

VI. Term of Contract

The contract will begin on or about July 1, 2009 through June 30, 2010.

VII. Issuing Officer

The issuing officer for this solicitation is Sharon Wiggins, Procurement Officer, Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore, Maryland 21215.

VIII. Submission Deadline

To be eligible for consideration, the issuing officer at the Commission office must receive an original and five copies of each proposal by **12 NOON p.m. June 30. All bids must include Federal Identification Numbers.** Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the MHCC.

IX. Procurement Method

The procurement method for this solicitation is described in the Code of Maryland Regulations (COMAR) 21.05.07 as a small procurement with an allowed maximum award of \$25, 000.

X. Required Documents

Please provide the following in responding to this procurement:

1. A brief description (5 pages or less) of your approach to completing the tasks.
2. Individual resumes for all personnel who would be assigned should your organization be awarded the contract. All subcontractor services must be identified and a detailed description of their contributing role relative to the contract requirements should accompany your proposal. Each resume should include the amount and types of experience relative to the work called for in this solicitation. Letters of intended commitment to work on the project from personnel should be included with the response.
3. Specific examples of the experience of your firm on projects similar or related to the work specified herein. References for recent work should also be included.
4. The following matrix and estimated time percentage on the overall effort of that person's contribution to the project. The information will be used for evaluation purposes and bid comparisons. Billing under the contract will be for actual hours worked by each individual up to a maximum total billing of \$25,000 for the contract.

Labor Category	Estimated share of contract hours	Hourly Rate
Senior Policy Analyst	%	\$
Database Analyst	%	\$
Other	%	\$